



# SMART REPORTING WORKSHOP

A list of reports, inquiries and queries with descriptions and navigations is listed on the SMART website. A link to the report catalog is in the Technical Resources folder in the Reporting Information Section <http://www.da.ks.gov/smart/technicalresources.html>

**Production Reports** – Delivered reports in SMART (production) are available in each module to run I

**Queries** – ONLY run PS queries that follow naming convention that start with KS\_

**Inquiries** – Inquiry pages enable users to view/access General Ledger, Commitments, Deposits, Purchase Orders, Vouchers, Payments and Vendor Information on an adhoc basis. Theses inquiries have drill down capability to the source transactions and enable users to download results to a user’s workstation (via excel).

**nVision Reports** – delivered nVision reports are available in SMART (production)

**Data Warehouse Reports** – adhoc reports, delivered

## PRODUCTION REPORTS

### BUDGET STATUS REPORT (GLS 8020)

The **Budget Status Report** is a summary listing of budget, committed, and remaining balance amounts. The report can be run against the various ledger groups.

Ledger Group	Description	Available ChartFields
CC_APPROP	Appropriation Ledger	Account, Budget Unit, Department, Fund Code
CC_CASH	Cash Control Ledger	Budget Unit (Type 2 only), Fund Code
CC_CSH_REV	Cash Control Revenue Ledger	Budget Unit (Type 2 only), Fund Code
CC_IBARS_E	DOB IBARS Expense Ledger	Account, Budget Unit, Department, Fund Code, Program
CC_IBARS_R	DOB IBARS Revenue Ledger	Account, Budget Unit, Department, Fund Code
CC_REV_DOB	Revenue Estimating Default Ledger	Account, Department, Fund Code
CC_REV	Revenue Estimating <b>Optional</b> Ledger	Account, Activity, Agency Use, Budget Unit, Department, Fund Code, PC Business Unit, Project

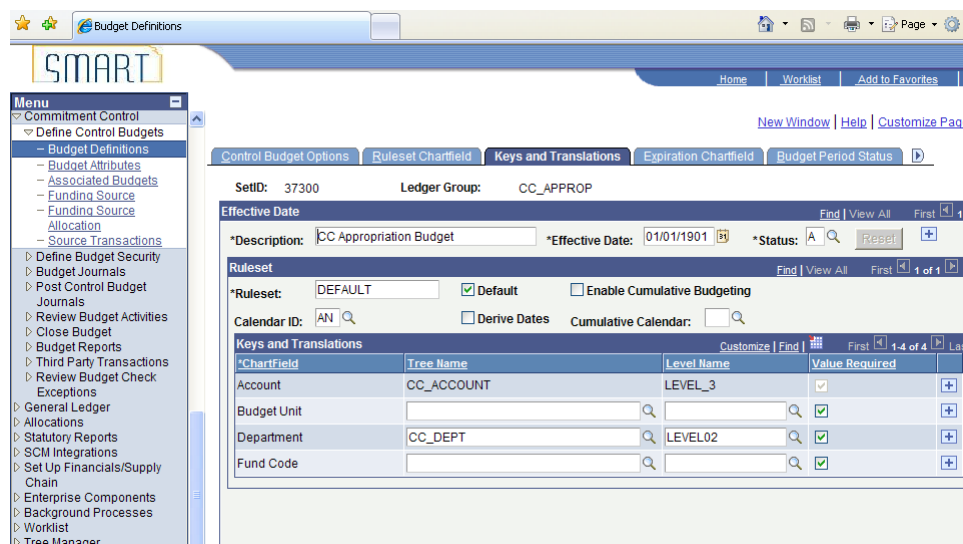
CC_OPR_DOB	Operating Default Ledger	Account, Budget Unit, Department, Fund Code, Program
CC_OPERATE	Operating <b>Optional</b> Ledger	Account, Budget Unit, Department, Fund Code, Program, Service Location
CC_PROJECT	Project <b>Optional</b> Ledger	Activity, Department, Fund Code, PC Business Unit, Program, Project, Service Location, Source
CC_PRJ_PRT	Project Parent Ledger	Activity, PC Business Unit, Project
CC_DETAIL	Detail Budget Ledger	Account, Activity, Agency Use, Budget Unit, Department, Fund Code, PC Business Unit, Program, Project, Service Location, Source

**NOTE:** Not all “Available ChartFields” (see below table) may be available for the “Optional” ledger groups. For example, agency A might use Service Location on their operating optional budget, while agency B does not. Check with the specific agency’s budget structure to understand exactly which fields are available.

**NOTE:** For the CC\_CASH and CC\_CSH\_REV Ledger groups, the report will need to be run twice – once for Type 1 funds (only include Fund Code) and once for Type 2 funds (include both Fund Code and Budget Unit).

Reports are based on the structure of your agency Budget Definitions

### Approp - Control



The screenshot displays the SMART Budget Definitions application. The left sidebar shows a menu with options like 'Commitment Control', 'Define Control Budgets', and 'Budget Definitions'. The main window is titled 'Budget Definitions' and shows the 'Keys and Translations' tab for the 'CC\_APPROP' ledger group. The 'Effective Date' is set to 01/01/1901. The 'Ruleset' is 'DEFAULT'. The 'Calendar ID' is 'AN'. The 'Keys and Translations' table lists the following fields:

*ChartField	Tree Name	Level Name	Value Required
Account	CC_ACCOUNT	LEVEL_3	<input checked="" type="checkbox"/>
Budget Unit			<input checked="" type="checkbox"/>
Department	CC_DEPT	LEVEL02	<input checked="" type="checkbox"/>
Fund Code			<input checked="" type="checkbox"/>

## Cash – control

**SMART** Statewide Management, Accounting and Reporting Tool

Home | Worklist | Add to Favorites

New Window | Help | Customize Page

Control Budget Options | Ruleset Chartfield | **Keys and Translations** | Expiration Chartfield | Budget Period Status

SetID: 37300 Ledger Group: CC\_CASH

Effective Date: Find | View All | First

\*Description: CC Cash Control Budget \*Effective Date: 01/01/1901 \*Status: A

Ruleset: DEFAULT ☒ Default ☐ Enable Cumulative Budgeting

Calendar ID:  ☐ Derive Dates Cumulative Calendar:

Keys and Translations Customize | Find | First 1 of 1

*ChartField	Tree Name	Level Name	Value Required
Fund Code			<input checked="" type="checkbox"/>

File Edit View Favorites Tools Help

Budget Definitions

**SMART** Statewide Management, Accounting and Reporting Tool

Home | Worklist | Add to Favorites | Sign out

SetID: 37300 Ledger Group: CC\_CASH

Effective Date: Find | View All | First

\*Description: CC Cash Control Budget \*Effective Date: 01/01/1901 \*Status: A

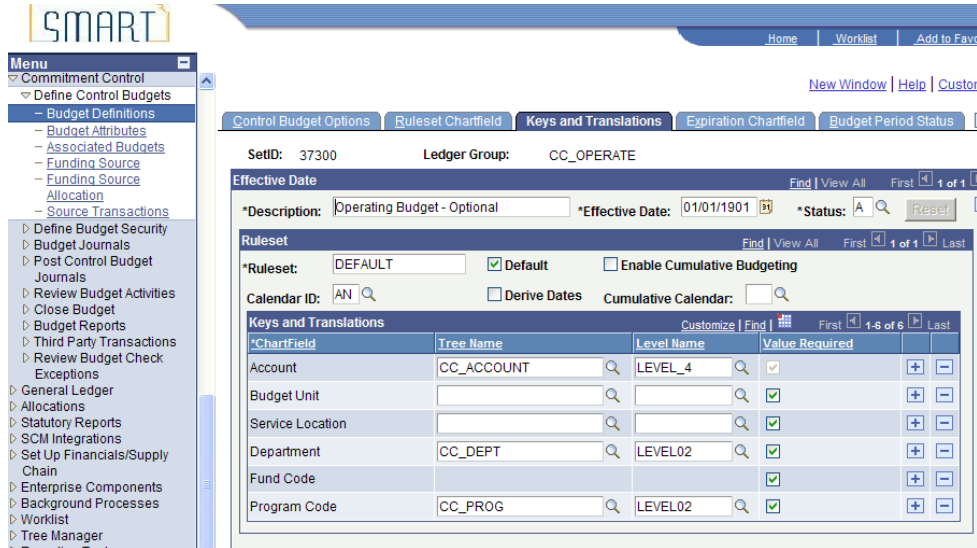
Control ChartField: Fund Code ☐ All Control Values ☐ Bypass Blank Values

SetIDs for ChartField

\*SetID: 37300

*Range From	*Range To	Control Option	Status	Diff Tol.	Tolerance %	Begin Date	End Date
1000	1000	Track w/BC	Open	<input type="checkbox"/>			
1900	1900	Track w/BC	Open	<input type="checkbox"/>			
2267	2267	Control	Open	<input type="checkbox"/>			
2447	2447	Control	Open	<input type="checkbox"/>			
2448	2448	Control	Open	<input type="checkbox"/>			
2452	2452	Control	Open	<input type="checkbox"/>			
2533	2533	Control	Open	<input type="checkbox"/>			
3117	3117	Control	Open	<input type="checkbox"/>			
3153	3153	Control	Open	<input type="checkbox"/>			
5010	5010	Control	Open	<input type="checkbox"/>			

## Operate – track without budget



**Menu**

- Commitment Control
  - Define Control Budgets
    - Budget Definitions
      - Budget Attributes
      - Associated Budgets
      - Funding Source
      - Funding Source Allocation
      - Source Transactions
    - Define Budget Security
    - Budget Journals
    - Post Control Budget Journals
    - Review Budget Activities
    - Close Budget
    - Budget Reports
    - Third Party Transactions
    - Review Budget Check Exceptions
    - General Ledger
    - Allocations
    - Statutory Reports
    - SCM Integrations
    - Set Up Financials/Supply Chain
    - Enterprise Components
    - Background Processes
    - Worklist
    - Tree Manager
    - Reporting Tools

**SetID:** 37300 **Ledger Group:** CC\_OPERATE

**Effective Date:** 01/01/1901 **Status:** A

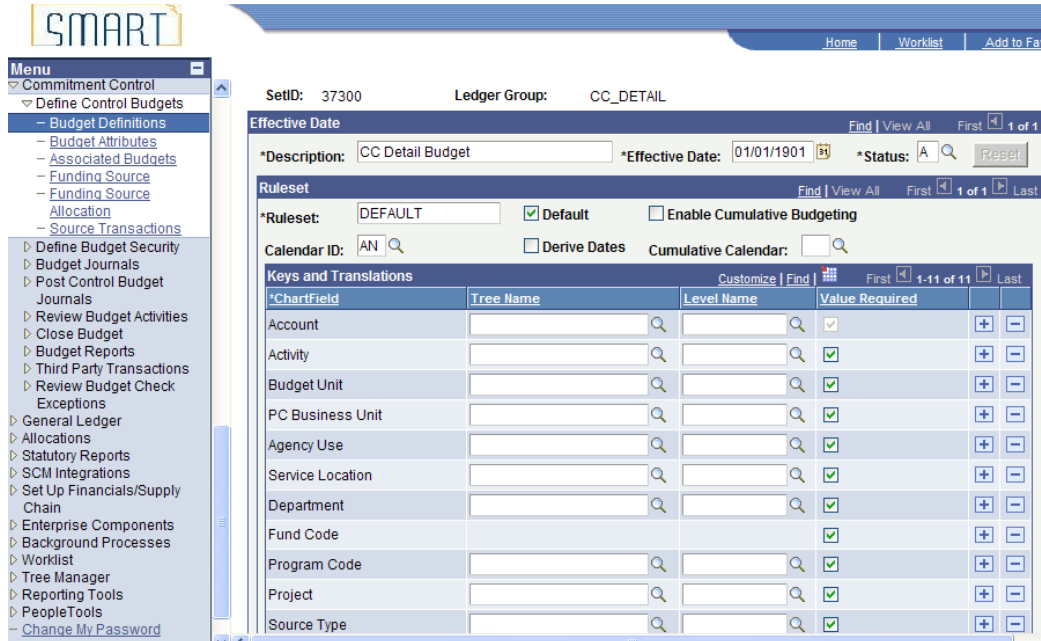
**\*Description:** Operating Budget - Optional

**Ruleset:** DEFAULT ☒ Default ☐ Enable Cumulative Budgeting

**Calendar ID:** AN ☐ Derive Dates **Cumulative Calendar:**

*Chartfield	Tree Name	Level Name	Value Required
Account	CC_ACCOUNT	LEVEL_4	<input checked="" type="checkbox"/>
Budget Unit			<input checked="" type="checkbox"/>
Service Location			<input checked="" type="checkbox"/>
Department	CC_DEPT	LEVEL02	<input checked="" type="checkbox"/>
Fund Code			<input checked="" type="checkbox"/>
Program Code	CC_PROG	LEVEL02	<input checked="" type="checkbox"/>

## Detail – track without budget



**Menu**

- Commitment Control
  - Define Control Budgets
    - Budget Definitions
      - Budget Attributes
      - Associated Budgets
      - Funding Source
      - Funding Source Allocation
      - Source Transactions
    - Define Budget Security
    - Budget Journals
    - Post Control Budget Journals
    - Review Budget Activities
    - Close Budget
    - Budget Reports
    - Third Party Transactions
    - Review Budget Check Exceptions
    - General Ledger
    - Allocations
    - Statutory Reports
    - SCM Integrations
    - Set Up Financials/Supply Chain
    - Enterprise Components
    - Background Processes
    - Worklist
    - Tree Manager
    - Reporting Tools
    - PeopleTools
    - Change My Password

**SetID:** 37300 **Ledger Group:** CC\_DETAIL

**Effective Date:** 01/01/1901 **Status:** A

**\*Description:** CC Detail Budget

**Ruleset:** DEFAULT ☒ Default ☐ Enable Cumulative Budgeting

**Calendar ID:** AN ☐ Derive Dates **Cumulative Calendar:**

*Chartfield	Tree Name	Level Name	Value Required
Account			<input checked="" type="checkbox"/>
Activity			<input checked="" type="checkbox"/>
Budget Unit			<input checked="" type="checkbox"/>
PC Business Unit			<input checked="" type="checkbox"/>
Agency Use			<input checked="" type="checkbox"/>
Service Location			<input checked="" type="checkbox"/>
Department			<input checked="" type="checkbox"/>
Fund Code			<input checked="" type="checkbox"/>
Program Code			<input checked="" type="checkbox"/>
Project			<input checked="" type="checkbox"/>
Source Type			<input checked="" type="checkbox"/>

## BUDGET STATUS REPORT ON CASH

Click the Include CF box and refresh to view the chartfields. Leave the field blank to get all values in the field. Do not select all the chartfields or the report will be all zeros.

Click Run to run the report.

Click on the Process Monitor to view the status of the report process.



**Commitment Control Budget Status Report**

Run Control ID: rpt      [Report Manager](#)   [Process Monitor](#)   **Run**

Language: English

**Report Request Parameters**

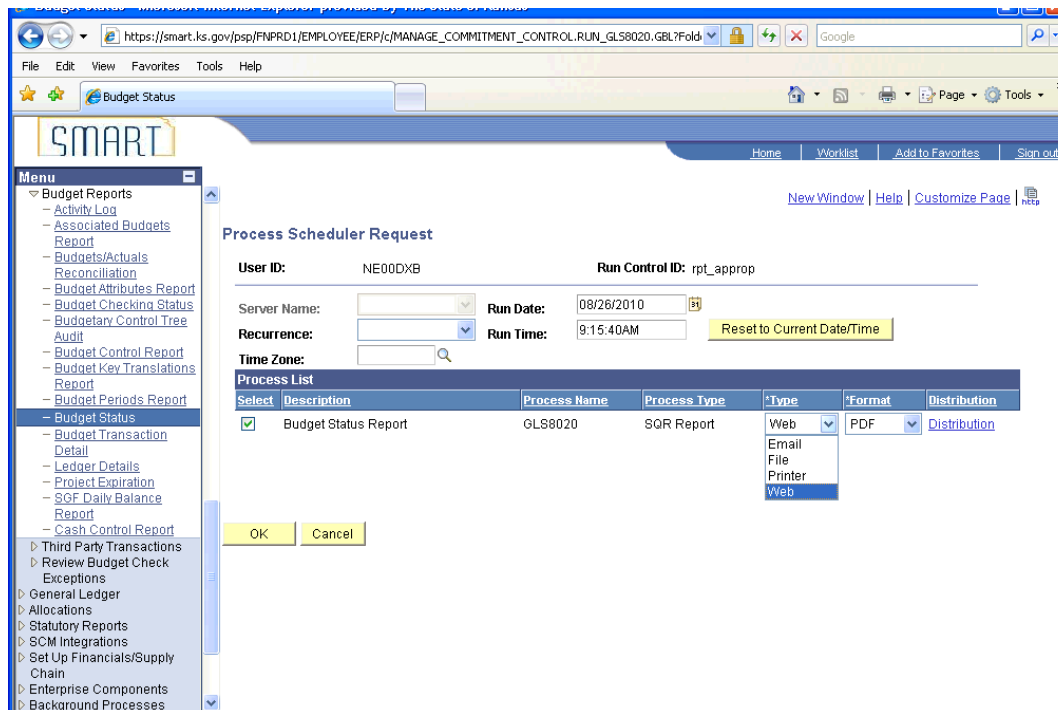
\*Unit: 37300      State Fair Board

\*Ledger Group: CC\_CASH      Cash Control Ledger Group

**ChartField Selection**

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Budget Unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Activity	<input type="checkbox"/>	<input type="checkbox"/>		
	Account	<input type="checkbox"/>	<input type="checkbox"/>		
	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>		
	Agency Use	<input type="checkbox"/>	<input type="checkbox"/>		
	ChartField 2	<input type="checkbox"/>	<input type="checkbox"/>		

Select the type and format of the report.



**Process Scheduler Request**

User ID: NE00DXB Run Control ID: rpt\_approp

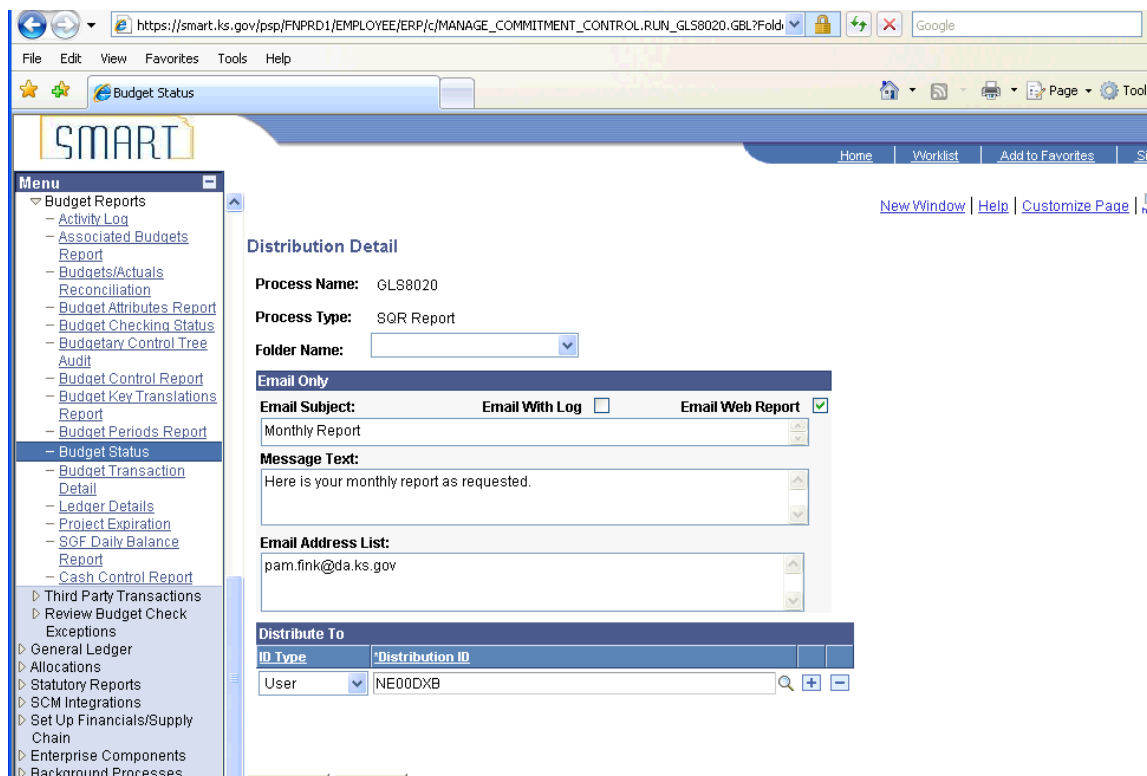
Server Name: Run Date: 08/26/2010  
 Recurrence: Run Time: 9:15:40AM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF	<a href="#">Distribution</a>

OK Cancel

The distribution link enables the report to be distributed via email and/or sent to another user



**Distribution Detail**

Process Name: GLS8020  
 Process Type: SQR Report  
 Folder Name:

**Email Only**

Email Subject: Monthly Report Email With Log ☐ Email Web Report ☒  
 Message Text: Here is your monthly report as requested.  
 Email Address List: pam.fink@da.ks.gov

ID	Type	*Distribution ID
User		NE00DXB



When the distribution status is “Posted” click on Details link to view the details and the report.

Menu

- Budget Reports
  - Activity Log
  - Associated Budgets Report
  - Budgets/Actuals Reconciliation
  - Budget Attributes Report
  - Budget Checking Status
  - Budgetary Control Tree Audit
  - Budget Control Report
  - Budget Key Translations Report
  - Budget Periods Report
  - Budget Status
    - Budget Transaction Detail
    - Ledger Details
    - Project Expiration
    - SGF Daily Balance Report
    - Cash Control Report
- Third Party Transactions
- Review Budget Check Exceptions
- General Ledger
- Allocations
- Statutory Reports
- SCM Integrations
- Set Up Financials/Supply

Process List | Server List

View Process Request For

User ID: NE00DXB Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	103519		SQR Report	GLS8020	NE00DXB	08/17/2010 10:08:29AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	103499		SQR Report	GLS8020	NE00DXB	08/17/2010 10:05:18AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	103489		SQR Report	GLS8020	NE00DXB	08/17/2010 10:02:38AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	103463		SQR Report	GLS8020	NE00DXB	08/17/2010 9:56:34AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	103456		SQR Report	GLS8020	NE00DXB	08/17/2010 9:54:42AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	103399		SQR Report	GLS8020	NE00DXB	08/17/2010 9:42:22AM CDT	Success	Posted	<a href="#">Details</a>

Customize | Find | View All | First 1-6 of 6 Last

Click on the View Log/Trace link to view the report

Process Detail

Process

Instance: 103519 Type: SQR Report

Name: GLS8020 Description: Budget Status Report

Run Status: Success Distribution Status: Posted

Run

Run Control ID: rpt\_cash

Location: Server

Server: PSUNX2

Recurrence:

Update Process

☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☒ Delete Request  
☐ Restart Request

Date/Time

Request Created On: 08/17/2010 10:08:31AM CDT

Run Anytime After: 08/17/2010 10:08:29AM CDT

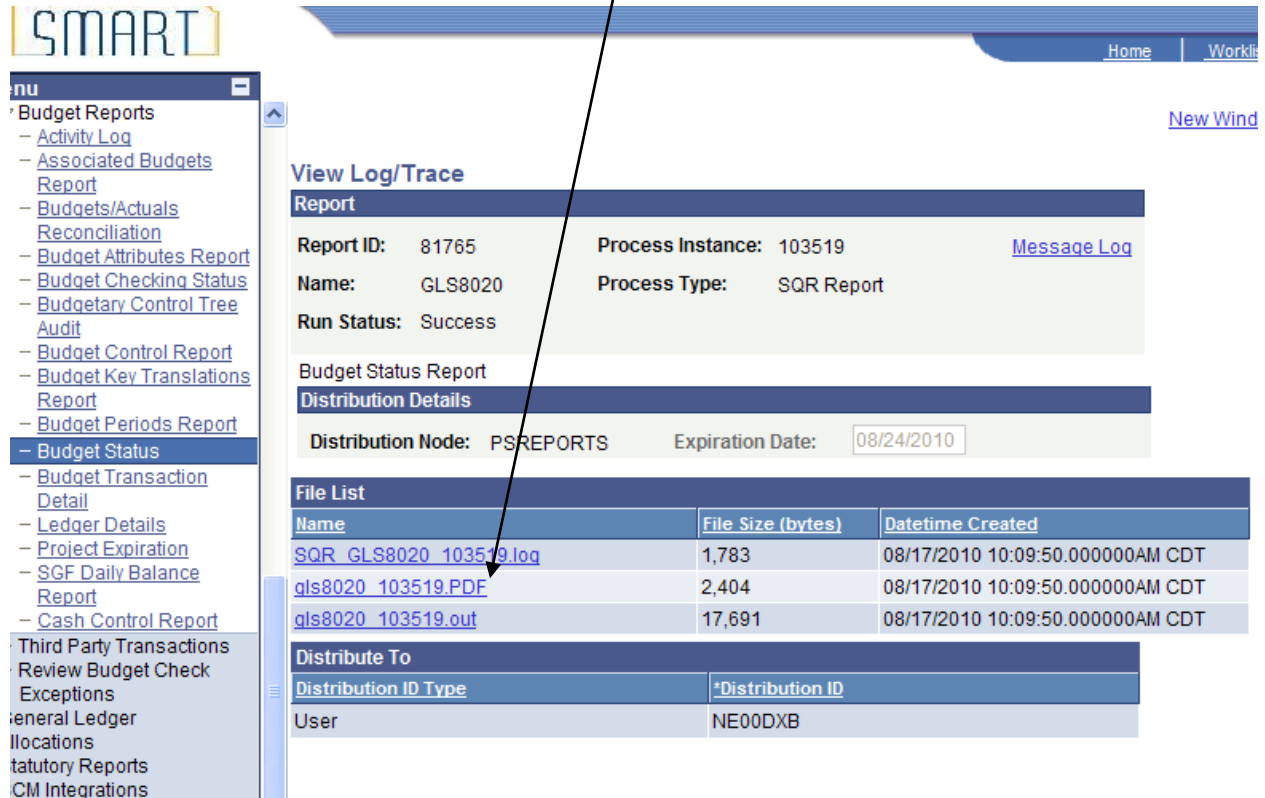
Began Process At: 08/17/2010 10:09:36AM CDT

Ended Process At: 08/17/2010 10:09:50AM CDT

Actions

[Parameters](#) Transfer  
[Message Log](#)  
 Batch Timings  
[View Log/Trace](#)

Click on the file name with .PDF to view the report



The screenshot shows the SMART web application interface. On the left is a navigation menu with various report categories. The main content area displays the 'View Log/Trace' report for 'GLS8020'. It includes details such as Report ID (81765), Process Instance (103519), Name (GLS8020), Process Type (SQR Report), and Run Status (Success). Below this, there's a 'Distribution Details' section showing 'Distribution Node: PSREPORTS' and 'Expiration Date: 08/24/2010'. A 'File List' table shows three files: 'SQR\_GLS8020\_103519.log', 'qls8020\_103519.PDF', and 'qls8020\_103519.out'. An arrow points to the PDF file. At the bottom, there's a 'Distribute To' section with 'Distribution ID Type' and 'User' (NE00DXB).

Budgets are the cash carry forward

Pre- Encumbrances (from Requisitions), Encumbrances (from Purchase Orders and DA118 Journals) are zero dollars as they are not cash related

Report ID: GLS8020  
Bus. Unit: 37300--State Fair Board  
Ledger Grp: CC\_CASH -- Cash Control Ledger Group  
Currency : USD  
Chartfields Criteria  
Fund: All values

PeopleSoft GL  
BUDGET STATUS REPORT

Page No. 1  
Run Date 08/17/2010  
Run Time 09:43:29

Fund	Bud Unit	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
1000		-9,951,747.39	0.00	0.00	0.00	0.00	-9,951,747.39
1900		-360,885.00	0.00	0.00	0.00	0.00	-360,885.00
2267		0.00	0.00	0.00	0.00	0.00	0.00
2447		385.00	0.00	0.00	0.00	0.00	385.00
2448		0.00	0.00	0.00	0.00	0.00	0.00
2452		0.00	0.00	0.00	0.00	0.00	0.00
2533		173,808.64	0.00	0.00	0.00	0.00	173,808.64
3117		0.00	0.00	0.00	0.00	0.00	0.00
3153		0.00	0.00	0.00	0.00	0.00	0.00
5010	5000	0.00	0.00	0.00	0.00	0.00	0.00
5010	5001	0.00	0.00	0.00	0.00	0.00	0.00
5010	5003	116.09	0.16	0.00	0.00	0.00	116.25
5013	5012	16.21	0.02	0.00	0.00	0.00	16.23
5013	5013	0.00	0.00	0.00	0.00	0.00	0.00
5182		275,157.68	0.00	0.00	0.00	503,910.08	-228,752.40
9088		0.00	0.00	0.00	0.00	0.00	0.00
9177		0.00	0.00	0.00	0.00	0.00	0.00
Grand Total :		-9,863,148.77	0.18	0.00	0.00	503,910.08	-10,367,058.67



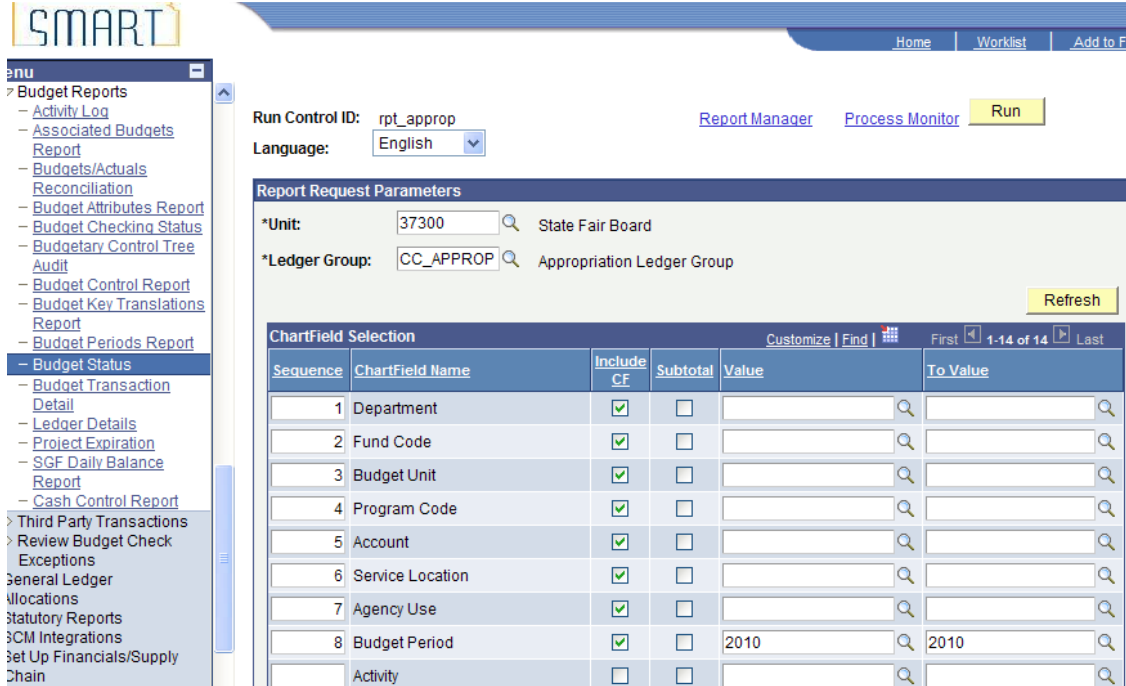


## BUDGET STATUS REPORT ON DETAIL

Report ID: GLS8020					PeopleSoft GL					Page No. 1	
Bus. Unit: 37300--State Fair Board					BUDGET STATUS REPORT					Run Date 08/17/2010	
Ledger Grp: CC_DETAIL -- Detail Budget Ledger Group										Run Time 11:14:25	
Currency : USD											
Chartfields Criteria											
Dept: All values		Fund: All values		Bud Unit: All values		Program: All values		Account: All values			
Agy Use: All values		Budget Period: 2011									
<u>Dept</u>	<u>Fund</u>	<u>Bud Unit</u>	<u>Program</u>	<u>Account</u>	<u>Agy Use</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
<u>Budget Period</u>											
3730000000	5182	5100	01031	510100							
2011						0.00	0.00	0.00	0.00	39,458.00	-39,458.00
3730000000	5182	5100	01031	510130							
2011						0.00	0.00	0.00	0.00	503.37	-503.37
3730000000	5182	5100	01031	510140							
2011						0.00	0.00	0.00	0.00	1,349.60	-1,349.60
3730000000	5182	5100	01031	510170							
2011						0.00	0.00	0.00	0.00	121.78	-121.78
3730000000	5182	5100	01031	511100							
2011						0.00	0.00	0.00	0.00	11,153.83	-11,153.83
3730000000	5182	5100	01031	511110							
2011						0.00	0.00	0.00	0.00	245.00	-245.00
3730000000	5182	5100	01031	511140							
2011						0.00	0.00	0.00	0.00	384.62	-384.62
3730000000	5182	5100	01031	517600							
2011						0.00	0.00	0.00	0.00	303.60	-303.60
3730000000	5182	5100	01031	518100							
2011						0.00	0.00	0.00	0.00	4,859.71	-4,859.71
3730000000	5182	5100	01031	519101							
2011						0.00	0.00	0.00	0.00	727.47	-727.47
3730000000	5182	5100	01031	519102							
2011						0.00	0.00	0.00	0.00	3,110.58	-3,110.58
3730000000	5182	5100	01031	519500							
2011						0.00	0.00	0.00	0.00	9,744.06	-9,744.06
3730000000	5182	5100	01031	519700							
2011						0.00	0.00	0.00	0.00	543.80	-543.80
3730000000	5182	5100	01031	519800							
2011						0.00	0.00	0.00	0.00	205.62	-205.62
3730000000	5182	5100	01031	519900							
2011						0.00	0.00	0.00	0.00	30.15	-30.15
3730000000	5182	5100	01031	520100							
2011						0.00	0.00	0.00	0.00	4,000.00	-4,000.00
3730000000	5182	5100	01031	520200							
2011						0.00	0.00	0.00	0.00	0.00	0.00
3730000000	5182	5100	01031	520200	ADMIN						

## BUDGET STATUS REPORT ON APPROPRIATION

Select the budget period and chartfields and click run.



Run Control ID: rpt\_approp    Report Manager    Process Monitor    Run

Language: English

Report Request Parameters

\*Unit: 37300 State Fair Board

\*Ledger Group: CC\_APPROP Appropriation Ledger Group

Refresh

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Budget Unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	Service Location	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7	Agency Use	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
8	Budget Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2010	2010
	Activity	<input type="checkbox"/>	<input type="checkbox"/>		

## 2010 Budget Period

Report ID: GLS8020    PeopleSoft GL    Page No. 1  
 Bus. Unit: 37300--State Fair Board    BUDGET STATUS REPORT    Run Date 08/17/2010  
 Ledger Grp: CC\_APPROP -- Appropriation Ledger Group    Run Time 11:00:08  
 Currency : USD  
 Chartfields Criteria  
 Dept: All values    Fund: All values    Bud Unit: All values    Program: All values    Account: All values  
 Svc Loc: All values    Agy Use: All values    Budget Period: 2010

Dept	Fund	Bud Unit	Program	Account	Svc Loc	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
373	5182	5100		50		11,796.04	0.00	0.00	11,796.04	0.00	0.00
	2010										
Grand Total :						11,796.04	0.00	0.00	11,796.04	0.00	0.00



## 2011 Budget

Ledger Grp: CC\_APPROP -- Appropriation Ledger Group

Currency : USD

Chartfields Criteria

Dept: All values

Svc Loc: All values

Fund: All values

Agy Use: All values

Bud Unit: All values

Budget Period: 2011

Program: All values

Account: All values

Run Time 11:07:11

Dept	Fund	Bud Unit	Program	Account	Svc Loc	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
Agy Use	Budget	Period									
373	1000	0700		50							
	2011					1,549,854.00	0.00	0.00	0.00	0.00	1,549,854.00
373	1000	9559		50							
	2011					0.00	0.00	0.00	0.00	0.00	0.00
373	2267	2200		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
373	2447	2405		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
373	2448	2400		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
373	2533	2500		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
373	3117	3000		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
373	3153	3150		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
373	5010	5001		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
373	5010	5003		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
373	5013	5012		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
373	5013	5013		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
373	5182	5100		50							
	2011					999,999,999.00	0.00	0.00	9,232.66	503,779.12	999,486,987.22
373	5182	5104		50							
	2011					15,000.00	0.00	0.00	0.00	130.96	14,869.04
373	5182	5140		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
373	9088	9000		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
373	9177	9100		50							
	2011					999,999,999.00	0.00	0.00	0.00	0.00	999,999,999.00
Grand Total :						14,001,564,840.00	0.00	0.00	9,232.66	503,910.08	14,001,051,697.26

## Common Reports

CC - Cash Control Status Report

GL- Cash Balance Report

GL- Trail Balance by Fund

GL- Expenditures Report - Expenditures by Fund, Budget Unit, and Account

PO- Req-PO Budgetary Activity

AP - Payment Register Report

EX - Expense Report

AR – Payment Detail

## Queries

Queries developed for the State of Kansas are named with a prefix of KS\_ then the applicable module and name. The queries can be run using Query viewer to HTML or Excel. The queries can be scheduled to run during the SMART hours of availability (7 AM to 6PM)

### Common Queries

KS\_AR\_DIRECT\_JOURNAL\_GL\_BU

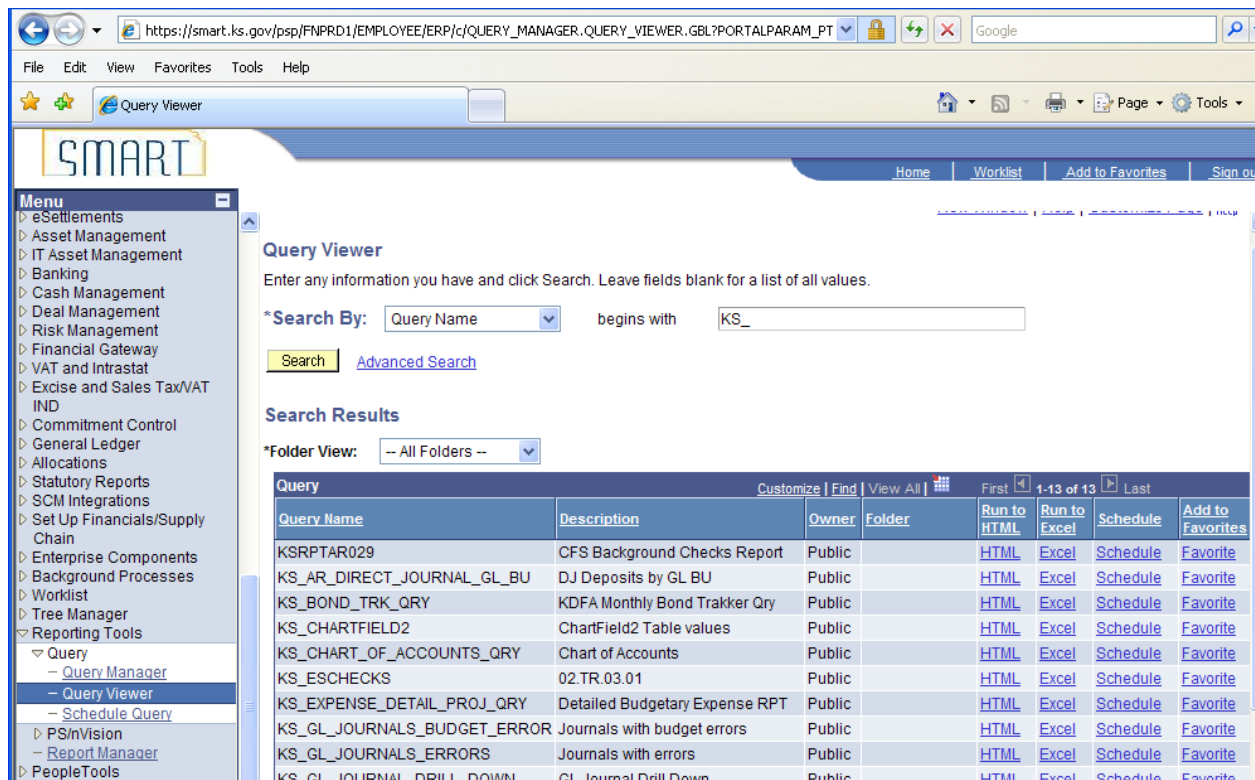
KS\_AP\_PAYMENTDISTRIB

KS\_AP\_VOUCHERS\_BYFUND (Program, Account, Department)

KS\_GL\_JOURNALS\_BYFUND (Program, Account, Department)

KS\_AP\_CANCELPYMNTS\_BY\_BU

KS\_GL\_JOURNALS\_ERRORS



The screenshot shows the SMART Query Viewer web application. The interface includes a menu on the left, a search bar at the top, and a table of query results.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name begins with KS\_

[Search](#) [Advanced Search](#)

**Search Results**

\*Folder View: -- All Folders --

Query	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
KSRPTAR029		CFS Background Checks Report	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
KS_AR_DIRECT_JOURNAL_GL_BU		DJ Deposits by GL BU	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
KS_BOND_TRK_QRY		KDFA Monthly Bond Tracker Qry	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
KS_CHARTFIELD2		ChartField2 Table values	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
KS_CHART_OF_ACCOUNTS_QRY		Chart of Accounts	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
KS_ESCHECKS		02.TR.03.01	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
KS_EXPENSE_DETAIL_PROJ_QRY		Detailed Budgetary Expense RPT	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
KS_GL_JOURNALS_BUDGET_ERROR		Journals with budget errors	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
KS_GL_JOURNALS_ERRORS		Journals with errors	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
KS_GL_JOURNAL_DRILL_DOWN		GL Journal Drill Down	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

## Inquiries

There are numerous inquiry pages and reports that enable you to access your General Ledger, Commitments, Deposits, Purchase Orders, Vouchers, Payments, and Vendor information how and when you need it. The inquiry pages in particular can be very useful when your customers or legislators call and want you to track down information for them. These inquiries enable you to drill down to the source transactions to view budget journal lines, ledger entries, source transaction activities, budget exceptions etc.

- Inquiry is security based
- Inquiry enables users to download results to a users workstation (via excel)
- Inquiry capability is in all modules

## Common Inquiries

### Ledger Inquiry (by chartfield, year, accounting period) r

#### General Ledger Inquiry - Summary

**Menu**

- Review Financial Information
  - Journals
  - Ledger
    - Ledger Group
    - Ledger Period
    - Comparison
    - Compare Across Ledgers
    - Payroll Accounting Entries
    - Enterprise Learning Mgmt Acctg
    - Generic Accounting Entries
    - Student Fin Accounting Entries
    - Contributor Relations Acctg
    - Entry Event Budget Acctg
    - Entry Event GL Adjust Acctg
- Regulatory Ledger Reports
- XBRL
- Cash Flow Statement
- General Reports
- Federal Reports
- Allocations
- Statutory Reports
- SCM Integrations
- Set Up Financials/Supply Chain

### Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
ACCTSUM	71000	ACTUALS	2010	1	10	USD	

☐ Show YTD Balance
☐ Include Closing Adjustments
☐ Show Transaction Details
☐ Only in Base Currency
Max Ledger Rows: 100

Chartfield Criteria							Include Adjustment Periods	
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By	Sel	Period
Account			Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	998
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Fund Code	1000		Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Service Location			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Budget Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Agency Use			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			



## Ledger summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria							
Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
ACCTSUM	71000	ACTUALS	2010	1	10	USD	
<input type="checkbox"/> Show YTD Balance		<input type="checkbox"/> Include Closing Adjustments					
<input type="checkbox"/> Show Transaction Details		<input type="checkbox"/> Only in Base Currency					
Max Ledger Rows:							100

Go To: [Inquiry Criteria](#)

[Ledger Detail Drill-Down Chartfield Display](#)

Ledger Amount by Currency								
Find   View All First 1 of 1								
Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
7	<a href="#">Activity</a>	<a href="#">Detail</a>	110100	TREASURERS COMMON CASH	-4,353.21	USD	-4,353.21	USD
7	<a href="#">Activity</a>	<a href="#">Detail</a>	220420	PAYROLL DEDUCTIONS SHARP	-4,470.38	USD	-4,470.38	USD
7	<a href="#">Activity</a>	<a href="#">Detail</a>	220440	PAYROLL TAXES SHARP	-2,208.30	USD	-2,208.30	USD
7	<a href="#">Activity</a>	<a href="#">Detail</a>	510100	CLASSIFIED REGULAR	7,230.00	USD	7,230.00	USD
7	<a href="#">Activity</a>	<a href="#">Detail</a>	510140	CLASS HOLIDAY INCL IN BASE	725.92	USD	725.92	USD
7	<a href="#">Activity</a>	<a href="#">Detail</a>	511110	UNCLASSIFIED TEMPORARY	393.25	USD	393.25	USD
7	<a href="#">Activity</a>	<a href="#">Detail</a>	517600	LEAVE PAYMENT	47.59	USD	47.59	USD

Click on Account to Sort account, click Detail to view detail chart-field display, click Activity to source activity.

Click on the grid to download to excel.

ps [Read-Only]									
	A	B	C	D	E	F	G	H	I
1	Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
2	7	Activity	Detail	110100	TREASURERS COMMON CASH	-4,353.21	USD	-4,353.21	USD
3	7	Activity	Detail	220420	PAYROLL DEDUCTIONS SHARP	-4,470.38	USD	-4,470.38	USD
4	7	Activity	Detail	220440	PAYROLL TAXES SHARP	-2,208.30	USD	-2,208.30	USD
5	7	Activity	Detail	510100	CLASSIFIED REGULAR	7,230.00	USD	7,230.00	USD
6	7	Activity	Detail	510140	CLASS HOLIDAY INCL IN BASE	725.92	USD	725.92	USD
7	7	Activity	Detail	511110	UNCLASSIFIED TEMPORARY	393.25	USD	393.25	USD
8	7	Activity	Detail	517600	LEAVE PAYMENT ASSESSMENTS	47.59	USD	47.59	USD
9	7	Activity	Detail	518100	PUBLIC EE RETIREMENT SYSTEM	681.81	USD	681.81	USD
10	7	Activity	Detail	519101	MEDICARE	115.57	USD	115.57	USD
11	7	Activity	Detail	519102	OASDI	494.21	USD	494.21	USD
12	7	Activity	Detail	519500	GROUP HEALTH HOSPITALIZATION	1,124.13	USD	1,124.13	USD
13	7	Activity	Detail	519700	WORKERS COMPENSATION	196.19	USD	196.19	USD
14	7	Activity	Detail	519800	UNEMPLOYMENT COMPENSATION	15.11	USD	15.11	USD
15	7	Activity	Detail	519900	FLEXIBLE SPENDING ADMIN FEE	8.11	USD	8.11	USD
16	8	Activity	Detail	530100	CLOTHING	100	USD	100	USD
17	8	Activity	Detail	533200	FUEL OIL DIESEL AND KEROSENE	-100	USD	-100	USD



## Ledger Inquiry - Transaction Detail

enu

Review Financial Information

Journals

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Ledger Period Comparison

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Enterprise Learning Mgmt Acctg

Generic Accounting Entries

Student Fin Accounting Entries

Contributor Relations Acctg

Entry Event Budget Acctg

Entry Event GL Adjust Acctg

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SCM Integrations

Set Up Financials/Supply Chain

SMART

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Transaction Details

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
ACCTDETAIL	71000	ACTUALS	2010	1	10	USD	
<input type="checkbox"/> Show YTD Balance		<input type="checkbox"/> Include Closing Adjustments					
<input checked="" type="checkbox"/> Show Transaction Details		<input type="checkbox"/> Only in Base Currency					

Max Ledger Rows: 100

Go To Inquiry Criteria

Transaction Criteria

Transaction Details

Find | View 1 | First | 1-2 of 2 | Last

Ledger by Period and Chartfields

Customize | Find | 1 of 1

Period	Fund	Account Description	Stat
7	1000		

Amount (in Transaction Currency): 0.00 USD      Amount (in Base Currency): 0.00 US

Journals

Customize | Find | First | 1-32 of 32 | Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
PAY0001061	HR Payroll Journals	01/08/2010		0.00	N	-757.51	USD	-757.51	USD
PAY0001061	HR Payroll Journals	01/08/2010		0.00	N	-3,595.70	USD	-3,595.70	USD
PAY0001061	HR Payroll Journals	01/08/2010		0.00	N	-254.05	USD	-254.05	USD
PAY0001061	HR Payroll Journals	01/08/2010		0.00	N	-4,216.33	USD	-4,216.33	USD
PAY0001061	HR Payroll Journals	01/08/2010		0.00	N	-344.46	USD	-344.46	USD
PAY0001061	HR Payroll Journals	01/08/2010		0.00	N	1,863.84	USD	1,863.84	USD

Select the Journal ID to view the Journal

### Journal Inquiry

#### Journal Inquiry Details

**Ledger Criteria**

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
ACCTDETAIL	71000	ACTUALS	2010	1	10	USD	

☐ Show YTD Balance
 ☐ Include Closing Adjustments

☒ Show Transaction Details
 ☐ Only in Base Currency

Max Ledger Rows: 100

Go To: [Inquiry](#) • [Transaction Details](#)  
[Criteria](#)

**Journal Header**

Journal ID:	PAY0001061	Date:	01/08/2010	Schedule:	
Ledger Group:	ACTUALS	Original Date:	01/08/2010	Process:	No Request
Source:	PAY	Date Posted:	03/17/2010	Total Lines:	84
Journal Status:	Posted	Reversal Date:		User ID:	KGL_CEN_BATCH_PROCESSOR
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	71000
Doc Seq:		Budget Status:	Valid		
Long Description:	HR Payroll Journals				

**Totals by Currency**

Currency	Debit Amount	Credit Amount	Net
USD	13,793.30	13,793.30	0.00

☒ All Lines  
☐ From/To From Line:  To Line:  [Query Journal Lines](#)

**Journal Line**

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Dept	Fund	Bud Unit	Program	Account
	1	HR Payroll Journals	-757.51	USD	7101100000	1000	0200	01030	110100

### Drill to Source to view the Accounting Entries

[Review Financial Information](#)

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- [Ledger](#)
- [Ledger Group](#)
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- [Payroll Accounting Entries](#)**
- [Enterprise Learning Mgmt Acctg](#)
- [Generic Accounting Entries](#)
- [Student Fin Accounting Entries](#)
- [Contributor Relations Acctg](#)
- [Entry Event Budget Acctg](#)
- [Entry Event GL Adjust Acctg](#)
- [Regulatory Ledger Reports](#)**
  - [XBRL](#)
  - [Cash Flow Statement](#)
  - [General Reports](#)
  - [Federal Reports](#)
  - [Allocations](#)
  - [Statutory Reports](#)

[New Window](#) | [Help](#) | [Customize Page](#) |

### Payroll Accounting Entries

**Journal ID**

Unit	Journal	Date	Ledger	Line	Line Descr
71000	PAY0001061	01/08/2010	ACTUALS	1	HR Payroll Journals

Dept	Fund	Bud Unit	Program	Account	PC Bus Unit	Project	Activity	An Type	Source Type	Cate
7101100000	1000	0200	01030	110100						

Base Currency	Base Amount	Currency
USD	-757.51	USD


**Payroll Accounting Entries**

Unit	Acctg Date	Line Number	Amount	Currency	Dept	Fund	Bud Unit
SOKBU	01/08/2010	16640	-439.48	USD	7101100000	1000	0200
SOKBU	01/08/2010	74420	-318.03	USD	7101100000	1000	0200

[Save](#) [Return to Search](#) [Notify](#)



## Ledger Period Comparison



**Menu**

- Review Financial Information
  - Journal
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  - Ledger Group
- Ledger Period Comparison**
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  - Generic Accounting Entries
  - Student Fin Accounting Entries
  - Contributor Relations Acctg
  - Entry Event Budget Acctg
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  - Cash Flow Statement
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- Allocations
- Statutory Reports
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- Set Up Financials/Supply Chain

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Sign out

### Period Comparison Results

#### Ledger Period Comparison

**Inquiry Criteria**

<b>Inquiry</b>	COMFUND	<b>Unit</b>	71000	<b>Ledger</b>	ACTUALS	<b>Fiscal Year</b>	2010	<b>Currency</b>	USD	<b>Amount to display</b>	Posted Transaction Amount
<b>Description</b>										<b>Currency Details</b>	
Accounting Period in (7,8)										All Amounts in 'USD'	

[ChartField Criteria](#)

Go To [Ledger Compare Criteria](#)      Query Results 1 to 25 of 28

**Ledger Comparison**      [Period 7,8](#)      [Period 7,8](#)      [Customize](#) | [Find](#) | [First](#)

Row Count	Period 7	Period 8	Dept	Fund	Bud Unit	Program	Account	Pro
1	-757.51	0.00	7101100000	1000	0200	01030	110100	
2	-3,595.70	0.00	7101100000	1000	0003	99000	110100	
3	-254.05	0.00	7101100000	1000	0200	01030	220420	
4	-4,216.33	0.00	7101100000	1000	0003	99000	220420	
5	-344.46	0.00	7101100000	1000	0200	01030	220440	
6	-1,863.84	0.00	7101100000	1000	0003	99000	220440	
7	696.72	0.00	7101100000	1000	0200	01030	510100	TIM
8	6,533.28	0.00	7101100000	1000	0003	99000	510100	TIM
9	725.92	0.00	7101100000	1000	0003	99000	510140	TIM
10	393.25	0.00	7101100000	1000	0200	01030	511110	TIM
11	6.22	0.00	7101100000	1000	0200	01030	517600	TIM



Click on any column to Sort Account, click Budget Amount, Expense Amount or Encumbrance Amount to view detail activity, or source activity.

## Budget Detail

### Budget Details

[Hide Chart](#) [i](#)

#### Ledger Amounts

**Budget:** 30,000,000.00 USD [Attributes](#) **Max Rows:** ☐  
**Expense:** 11,047.63 USD [Parent / Children](#)  
**Encumbrance:** 777.00 USD [Associated Budgets](#)

Associate Revenue: 0.00 USD

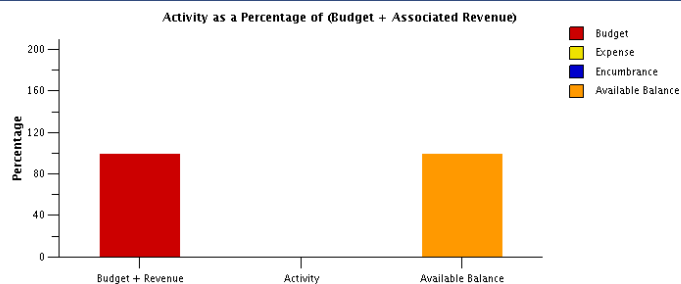
#### Available Budget

**Without Tolerance:** 29,988,175.37 USD [Percent:](#) (99.96%) [Forecasts](#)  
**With Tolerance:** 29,988,175.37 USD [Percent:](#) (99.96%)

#### Budget Exceptions

Exception Errors: 0 Exception Warnings: 0

#### Chart



## Budget Transactions

[TEST REPORT](#) | [LIST](#) | 3

Budget Transaction Types					
Ledger Group	Department	Fund Code	Budget Unit	Account	Budget Period
CC_APPROP	7100000000	1000	0003	50	2010

Budget Transaction Type	Budget Amount
Original	30,000,000.00 USD
Adjustment	0.00 USD
Transfer Adjustment	0.00 USD
Transfer Original	0.00 USD
Closing	0.00 USD
Roll Forward	0.00 USD
<b>Total Budgeted Amount:</b>	<b>30,000,000.00 USD</b>

[Return](#)

## Activity

### Activity Log

Ledger: CC\_APR\_EXP

Activity Log														Customize   Find   View All	
	Tran Line	Document Label	Document ID	Ref Bdg?	Dept	Fund	Bud Unit	Account	Budget Period	Year	Period	Foreign Amount			
	1	Voucher ID:	00000004	N	7100000000	1000	0003	50	2010	2010	7	401.00	USD		
	1	Voucher ID:	00000005	N	7100000000	1000	0003	50	2010	2010	7	501.00	USD		
	1	Voucher ID:	00000016	N	7100000000	1000	0003	50	2010	2010	8	10.00	USD		
	2	Voucher ID:	00000016	N	7100000000	1000	0003	50	2010	2010	8	10.00	USD		
	3	Voucher ID:	00000016	N	7100000000	1000	0003	50	2010	2010	8	100.00	USD		
	1	Voucher ID:	00000019	N	7100000000	1000	0003	50	2010	2010	9	100.00	USD		
	1	Report ID:	000000092	N	7100000000	1000	0003	50	2010	2010	8	119.76	USD		
	2	Report ID:	000000092	N	7100000000	1000	0003	50	2010	2010	8	130.00	USD		
	1	Journal ID:	0000000811	N	7100000000	1000	0003	50	2010	2010	8	100.00	USD		
	2	Journal ID:	0000000811	N	7100000000	1000	0003	50	2010	2010	8	-100.00	USD		
	17	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	6,533.28	USD		6,
	21	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	725.92	USD		
	32	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	41.37	USD		
	39	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	622.09	USD		
	45	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	100.37	USD		
	53	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	429.18	USD		
	60	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	1,032.16	USD		1,
	66	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	170.58	USD		
	74	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	13.12	USD		
	81	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	7.80	USD		

Click on the grid to download to excel.


C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Tran Line	Document Label	Document ID	Ref Bdg?	Dept	Fund	Bud Unit	Account	Budget Period	Year	Period	Foreign Amount		Monetary Amount		Tran ID
1	Voucher ID:	00000004	N	7100000000	1000	0003	50	2010	2010	7	401	USD	401	USD	02290
1	Voucher ID:	00000005	N	7100000000	1000	0003	50	2010	2010	7	501	USD	501	USD	02327
1	Voucher ID:	00000016	N	7100000000	1000	0003	50	2010	2010	8	10	USD	10	USD	05550
2	Voucher ID:	00000016	N	7100000000	1000	0003	50	2010	2010	8	10	USD	10	USD	05550
3	Voucher ID:	00000016	N	7100000000	1000	0003	50	2010	2010	8	100	USD	100	USD	05550
1	Voucher ID:	00000019	N	7100000000	1000	0003	50	2010	2010	9	100	USD	100	USD	05873
1	Report ID:	000000092	N	7100000000	1000	0003	50	2010	2010	8	119.76	USD	119.76	USD	05998
2	Report ID:	000000092	N	7100000000	1000	0003	50	2010	2010	8	130	USD	130	USD	05998
1	Journal ID:	0000000811	N	7100000000	1000	0003	50	2010	2010	8	100	USD	100	USD	05585
2	Journal ID:	0000000811	N	7100000000	1000	0003	50	2010	2010	8	-100	USD	-100	USD	05585
17	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	6,533.28	USD	6,533.28	USD	06023
21	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	725.92	USD	725.92	USD	06023
32	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	41.37	USD	41.37	USD	06023
39	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	622.09	USD	622.09	USD	06023
45	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	100.37	USD	100.37	USD	06023
53	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	429.18	USD	429.18	USD	06023
60	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	1,032.16	USD	1,032.16	USD	06023
66	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	170.58	USD	170.58	USD	06023
74	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	13.12	USD	13.12	USD	06023
81	Journal ID:	PAY0001061	N	7100000000	1000	0003	50	2010	2010	7	7.8	USD	7.8	USD	06023

## Purchasing - Accounting Entries

**Note: sort by distribution line by clicking on the header DIST field**

**Menu**

- Purchasing
  - Requisitions
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  - Vendor Rebates
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    - Add/Update POs

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**Po Acctg Ln Lookup**

Business Unit: 56500

From PO: 0000000009 To PO: 0000000009

PO Status:

From Fiscal Year: To Fiscal Year:

Accounting Line View Option: View Both CommitmentControl Ledger Group:CC\_DETAIL

**Accounting Entries**

Q10:

Purchase Order	Status	Vendor ID	Change Order	Trans Type	Unpost Seq	Line	Sched	DIST	Entry Event	GL Unit	Dept
0000000009	D	0000165298		PO_POENC	0	1	1	1		56500	5650198011
0000000009	D	0000165298		REVERSAL	0	1	1	1		56500	5650198011
0000000009	D	0000165298		REVERSAL	0	1	1	1		56500	5650198011

## Accounts Payable

### Vendor Aging

**Menu**

- Accounts Receivable
- Accounts Payable
  - Vouchers
  - Control Groups
  - Payments
  - Batch Processes
  - Review Accounts Payable Info
    - Payables Search
    - Criteria
    - Vouchers
    - Interfaces
    - Payments
  - Vendor
    - Aging
    - Archived Vendor
    - Vendor Match Metrics
    - CAEDD Vendor Information
    - Contact
    - Conversation
    - Overdue Scheduled Payments
    - Current Balance
    - Past Due Aging Metric
    - Rejected Vouchers
    - Scheduled Due Aging Metric
    - Scheduled Payment
    - Scheduled Payments on Hold
  - Reports
    - Interfund Details

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign Out](#)

**Vendor Aging**

As of Date: 05/04/2010

Search Name: ALL

From: 71000 To: 71000

Business Unit: 71000

Vendor SetID: SOKID

Short Name:

Vendor ID:

Vendor Location:

\*Amount Rule: Any

Amount:

Currency: USD

Financial Sanctions:

Status:

Max Rows: 300 Search Clear

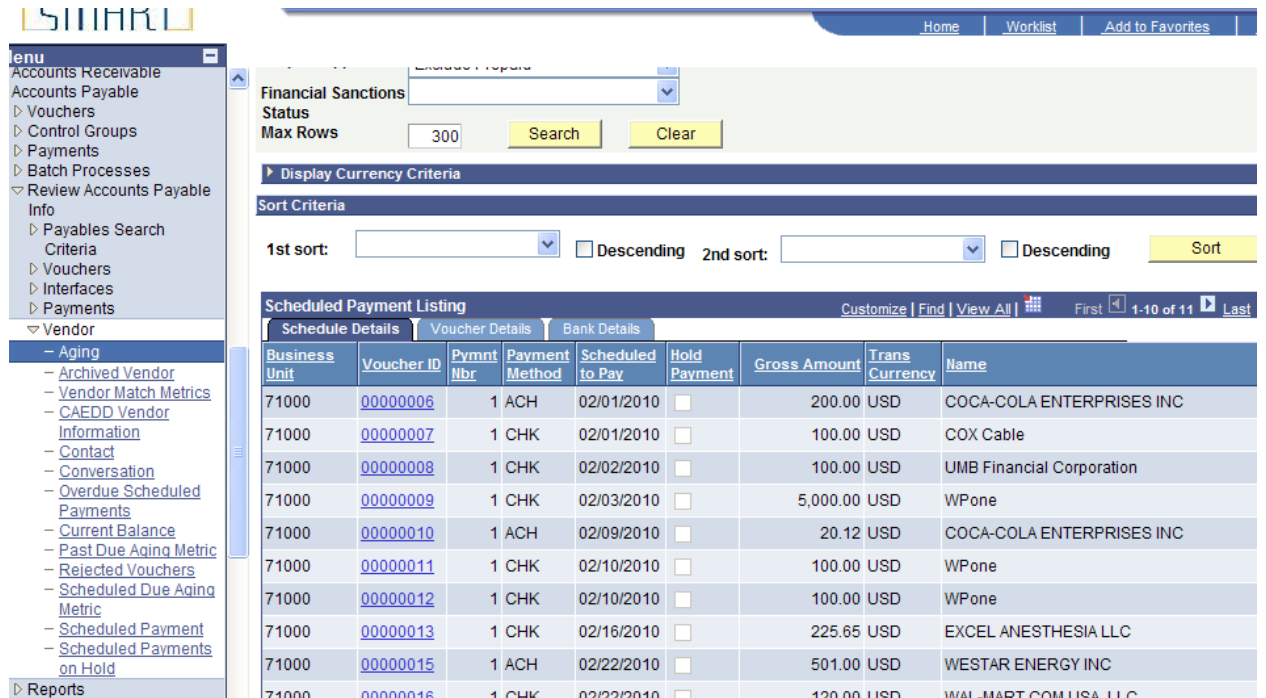
**Display Currency Criteria**

\*Currency Code: USD \*Rate Type: CRRNT ☐ Show Display Currency Convert

**Balance as of 05/04/2010**

Status	Past Due			Schedule / Maturity Due			Total
	Over 60d	60 to 31d	30 to 1d	0-30d	31-60d	Over 60d	
Approved Voucher	737.34	0.00	0.00	0.00	0.00	0.00	737.34
Unapproved Voucher	6,566.77	5,151.71	200.00	0.00	0.00	0.00	11,918.48
Negative Voucher	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Click on Amount to view the details



**Financial Sanctions Status**

Max Rows: 300 [Search] [Clear]

Display Currency Criteria

Sort Criteria

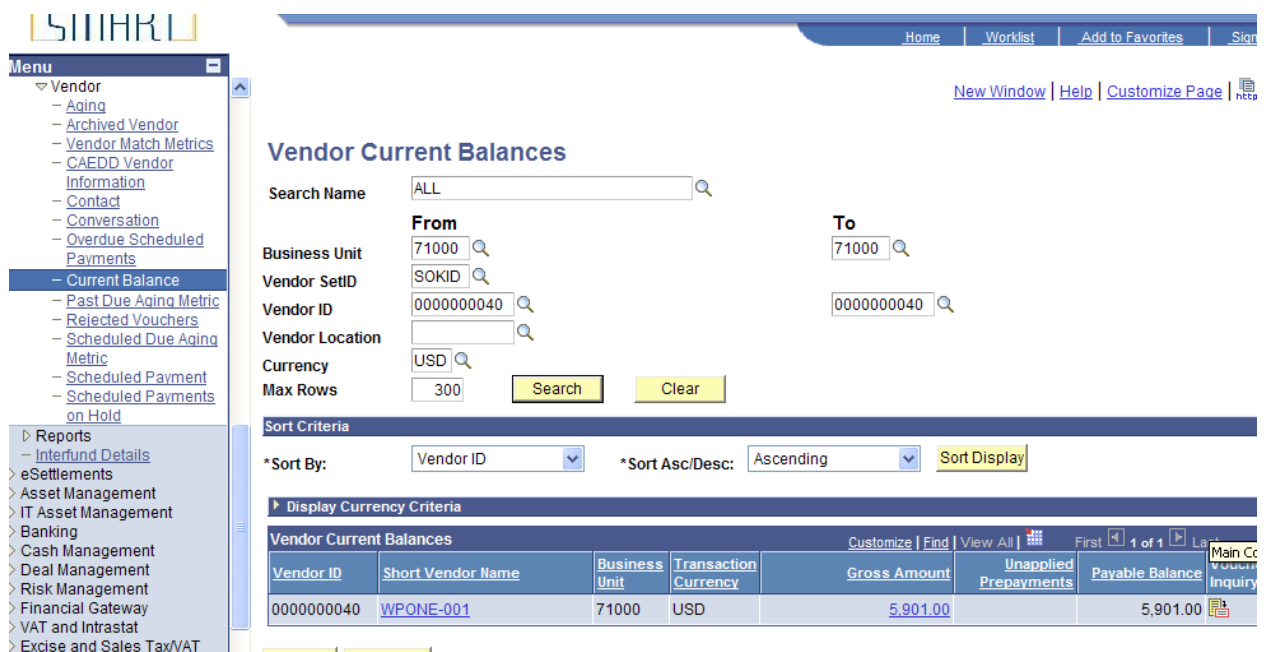
1st sort: [ ] [Descending] 2nd sort: [ ] [Descending] [Sort]

**Scheduled Payment Listing**

Customize | Find | View All | First | 1-10 of 11 | Last

Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	Trans Currency	Name
71000	00000006	1	ACH	02/01/2010	<input type="checkbox"/>	200.00	USD	COCA-COLA ENTERPRISES INC
71000	00000007	1	CHK	02/01/2010	<input type="checkbox"/>	100.00	USD	COX Cable
71000	00000008	1	CHK	02/02/2010	<input type="checkbox"/>	100.00	USD	UMB Financial Corporation
71000	00000009	1	CHK	02/03/2010	<input type="checkbox"/>	5,000.00	USD	WPone
71000	00000010	1	ACH	02/09/2010	<input type="checkbox"/>	20.12	USD	COCA-COLA ENTERPRISES INC
71000	00000011	1	CHK	02/10/2010	<input type="checkbox"/>	100.00	USD	WPone
71000	00000012	1	CHK	02/10/2010	<input type="checkbox"/>	100.00	USD	WPone
71000	00000013	1	CHK	02/16/2010	<input type="checkbox"/>	225.65	USD	EXCEL ANESTHESIA LLC
71000	00000015	1	ACH	02/22/2010	<input type="checkbox"/>	501.00	USD	WESTAR ENERGY INC
71000	00000016	1	CHK	02/22/2010	<input type="checkbox"/>	120.00	USD	WAL-MART COM USA LLC

## Vendor Balance



**Vendor Current Balances**

Search Name: ALL [Search]

From: 71000 [Search] To: 71000 [Search]

Business Unit: SOKID [Search]

Vendor SetID: 0000000040 [Search]

Vendor ID: 0000000040 [Search]

Vendor Location: [Search]

Currency: USD [Search]

Max Rows: 300 [Search] [Clear]

Sort Criteria

\*Sort By: Vendor ID [ ] \*Sort Asc/Dsc: Ascending [ ] [Sort Display]

Display Currency Criteria

**Vendor Current Balances**

Customize | Find | View All | First | 1 of 1 | Last

Vendor ID	Short Vendor Name	Business Unit	Transaction Currency	Gross Amount	Unapplied Prepayments	Payable Balance
0000000040	WPONE-001	71000	USD	5,901.00		5,901.00



Click on the Amount to view the scheduled payments for the vouchers

Remit SetID:

Remit Vendor:

Prepaid Applicable:

Financial Sanctions Status:

Max Rows:

Sort Criteria

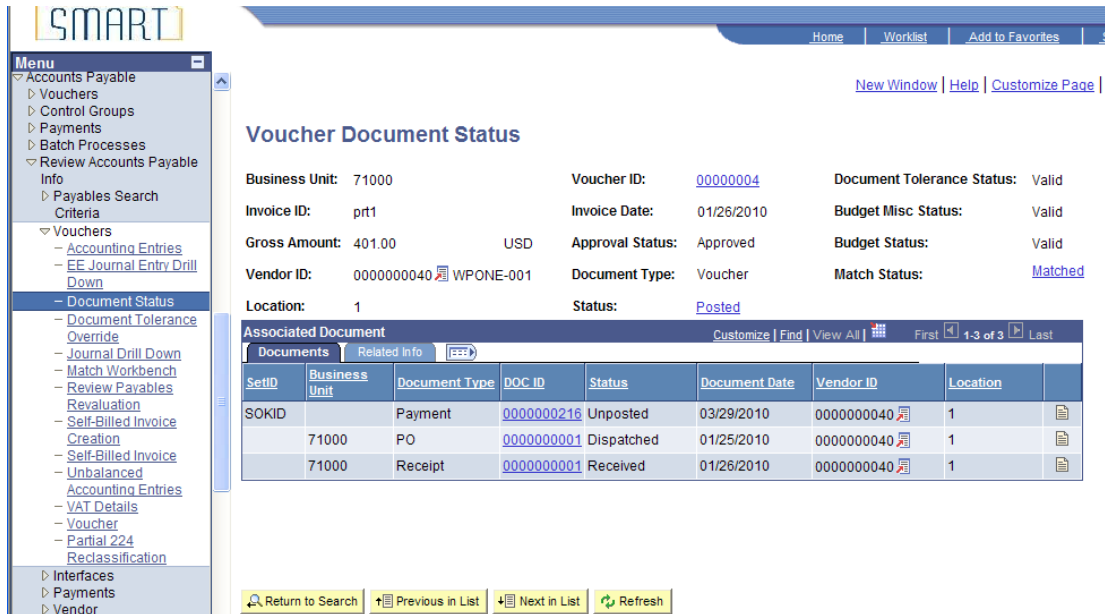
1st sort:   2nd sort:

**Scheduled Payment Listing**     1-6 of 6

Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	Trans Currency	Name
71000	<a href="#">00000005</a>	1	CHK	02/26/2010	<input type="checkbox"/>	501.00	USD	WPone
71000	<a href="#">00000009</a>	1	CHK	02/03/2010	<input type="checkbox"/>	5,000.00	USD	WPone
71000	<a href="#">00000011</a>	1	CHK	02/10/2010	<input type="checkbox"/>	100.00	USD	WPone
71000	<a href="#">00000012</a>	1	CHK	02/10/2010	<input type="checkbox"/>	100.00	USD	WPone
71000	<a href="#">00000018</a>	1	CHK	03/01/2010	<input type="checkbox"/>	100.00	USD	WPone
71000	<a href="#">00000019</a>	1	CHK	03/08/2010	<input type="checkbox"/>	100.00	USD	WPone

Total Gross Amount: 5,001.00 USD

Document Status – inquire the status of documents with links to the supporting documents are in various modules. The inquiry can be done on requisitions, purchase orders, receipts, vouchers, payments.



**Voucher Document Status**

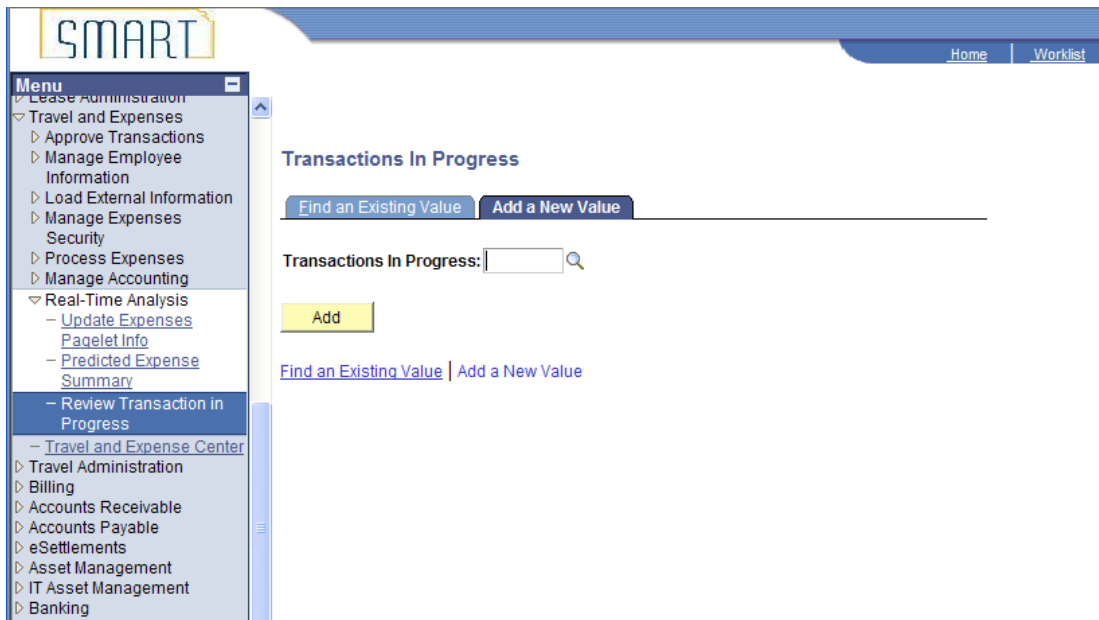
Business Unit: 71000 Voucher ID: 00000004 Document Tolerance Status: Valid  
 Invoice ID: prt1 Invoice Date: 01/26/2010 Budget Misc Status: Valid  
 Gross Amount: 401.00 USD Approval Status: Approved Budget Status: Valid  
 Vendor ID: 0000000040 WPONE-001 Document Type: Voucher Match Status: Matched  
 Location: 1 Status: Posted

Associated Document

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
SOKID		Payment	0000000216	Unposted	03/29/2010	0000000040	1
	71000	PO	0000000001	Dispatched	01/25/2010	0000000040	1
	71000	Receipt	0000000001	Received	01/26/2010	0000000040	1

Return to Search Previous in List Next in List Refresh

## Expense Transactions in Progress



**Transactions In Progress**

Find an Existing Value Add a New Value

Transactions In Progress:

Add

Find an Existing Value Add a New Value



- Base Administration
- Travel and Expenses
  - ▷ Approve Transactions
  - ▷ Manage Employee Information
  - ▷ Load External Information
  - ▷ Manage Expenses Security
  - ▷ Process Expenses
  - ▷ Manage Accounting
- Real-Time Analysis
  - Update Expenses
  - Pagelet Info
  - Predicted Expense Summary
- Review Transaction in Progress
- Travel and Expense Center
- Travel Administration
- Billing
- Accounts Receivable
- Accounts Payable
- Settlements
- Asset Management
- T Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- Financial Gateway
- VAT and Intrastat
- Excise and Sales Tax/VAT
- IND
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- SCM Integrations
- Set Up Financials/Supply Chain
- Enterprise Components
- Background Processes
- Worklist
- Tree Manager

## Transactions in Progress - Expenses (Details)

User ID: NE00DXB

Name: Dee X Bonnaventure

Transactions in Progress: Expenses approved / not reimbursed - paid

**Selection Parameters**

\*Days Inactive Range: All

Specify at least one of the following criteria before pressing "Search".

**Employee Criteria**

Employee Name:  
☒ No Additional Filters  
☐ My Projects  
☐ Project Manager

**ChartField Criteria**

GL Business Unit: 71000 Dept of Wildlife and Parks

General Ledger ChartFields								
Department	Fund	Budget Unit	Program	Svc Loc	Agy Use	ChartField 2	Fund Affiliate	Affiliate
<span style="border: 1px solid #000; padding: 2px 20px;"></span>	<span style="border: 1px solid #000; padding: 2px 20px;"></span>	<span style="border: 1px solid #000; padding: 2px 20px;"></span>	<span style="border: 1px solid #000; padding: 2px 20px;"></span>	<span style="border: 1px solid #000; padding: 2px 20px;"></span>	<span style="border: 1px solid #000; padding: 2px 20px;"></span>	<span style="border: 1px solid #000; padding: 2px 20px;"></span>	<span style="border: 1px solid #000; padding: 2px 20px;"></span>	<span style="border: 1px solid #000; padding: 2px 20px;"></span>

**Projects Criteria**

PC Business Unit:

Project	Activity	Source Type	Category	Subcategory
<span style="border: 1px solid #000; padding: 2px 20px;"></span>	<span style="border: 1px solid #000; padding: 2px 20px;"></span>	<span style="border: 1px solid #000; padding: 2px 20px;"></span>	<span style="border: 1px solid #000; padding: 2px 20px;"></span>	<span style="border: 1px solid #000; padding: 2px 20px;"></span>

Search
Reset

Search

Reset

[Graphical View](#)

Transactions					
Customize   Find   View All   <span style="float: right;">First 1-20 of 40 Last</span>					
	Report ID	Name	Report Status	Date of Last Update	Days Inactive
1	0000000108	Hedden,Skylar	Submitted for Approval	L-/01/09-J	24
2	0000000109	Henson,Wesley	Submitted for Approval	L-/01/09-J	24
3	0000000110	Blake,Kevin	Submitted for Approval	L-/01/09-J	24
4	0000000121	Hedden,Skylar	Submitted for Approval	L-/01/09-J	24
5	0000000204	Hoeme,Tonya	Submitted for Approval	L-/01/16-J	17
6	0000000243	Kellenberger,James	Submitted for Approval	L-/01/13-J	20
7	0000000256	Jameson,John	Submitted for Approval	L-/01/14-J	19
8	0000000381	Lollar,Abram	Submitted for Approval	L-/01/15-J	18
9	0000000404	Rinzler,Charles	Submitted for Approval	L-/01/16-J	17
10	0000000448	Stromgren,Gary	Submitted for Approval	L-/01/16-J	17

nVision Reports are Coming soon !!!

nVisionDrill - Snagit Window										
Menu Commands Custom Toolbars										
383339.96										
12	C	F	G	H	I	J	K	L	M	N
2	Department of Administration									
3	Monthly Budget Status Summary Report By Department									
4	Department: 1732500000 Description: Div of Facilities Manager Budget Fiscal Year: 2011									
5										
6	Account Description	Current Month	Fiscal Year Budget	Fiscal Year Pre-	Fiscal Year Encumbran	Year-To-Date Expenditures	Year-To-Date Total	%Spent	Remaining Balance	%Remaining
7	TAXES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
8	AGENCY EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	(\$101.17)	(\$101.17)	0.00%	\$101.17	0.00%
9	REV FROM USE OF MONEY & PROP	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,223.75)	(\$3,223.75)	0.00%	\$3,223.75	0.00%
10	GIFT DONATION FEDERAL GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
11	OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
12	NON REVENUE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	(\$21,866.27)	(\$21,866.27)	0.00%	\$21,866.27	0.00%
13	REVENUE TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
14		\$0.00	\$0.00	\$0.00	\$0.00	(\$25,191.19)	(\$25,191.19)	0.00%	\$25,191.19	0.00%
15										
16	SALARIES AND WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$383,339.96	\$383,339.96	0.00%	(\$383,339.96)	0.00%
17	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$24,914.04	\$24,914.04	0.00%	(\$24,914.04)	0.00%
18	COMMODITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$4,377.50	\$4,377.50	0.00%	(\$4,377.50)	0.00%
19	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
20	GRANTS CLAIMS SHARED REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
21	DEBT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
22	NONEXPENSE ITEMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
23	EXPENSE TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
24		\$0.00	\$0.00	\$0.00	\$0.00	\$412,631.50	\$412,631.50	0.00%	(\$412,631.50)	0.00%
25										
26										
27		\$0.00	\$0.00	\$0.00	\$0.00	\$437,822.69	\$437,822.69	0.00%	(\$437,822.69)	0.00%
28										
29										

nVisionDrill - Snagit Window										
Menu Commands Custom Toolbars										
=11*130										
12	C	F	G	H	I	J	K	L	M	N
2	Department of Administration									
3	Monthly Budget Status Summary Report By Department									
4	Department: 1732500000 Description: Div of Facilities Manager Budget Fiscal Year: 2011									
5										
6	Account Description	Current Month	Fiscal Year Budget	Fiscal Year Pre-	Fiscal Year Encumbran	Year-To-Date Expenditures	Year-To-Date Total	%Spent	Remaining Balance	%Remaining
7	TAXES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
8	AGENCY EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	(\$101.17)	(\$101.17)	0.00%	\$101.17	0.00%
9	REV FROM USE OF MONEY & PROP	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,223.75)	(\$3,223.75)	0.00%	\$3,223.75	0.00%
10	GIFT DONATION FEDERAL GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
11	OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
12	NON REVENUE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	(\$21,866.27)	(\$21,866.27)	0.00%	\$21,866.27	0.00%
13	REVENUE TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
14		\$0.00	\$0.00	\$0.00	\$0.00	(\$25,191.19)	(\$25,191.19)	0.00%	\$25,191.19	0.00%
15										
16	CLASSIFIED REGULAR	\$0.00	\$0.00	\$0.00	\$0.00	\$261,147.38	\$261,147.38	0.00%	(\$261,147.38)	0.00%
17	CLASSIFIED SHIFT DIFFERENTIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$319.50	\$319.50	0.00%	(\$319.50)	0.00%
18	CLASSIFIED OVERTIME PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$2,859.39	\$2,859.39	0.00%	(\$2,859.39)	0.00%
19	CLASSIFIED LONGEVITY PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$8,550.00	\$8,550.00	0.00%	(\$8,550.00)	0.00%
20	UNCLASSIFIED REGULAR	\$0.00	\$0.00	\$0.00	\$0.00	\$2,412.69	\$2,412.69	0.00%	(\$2,412.69)	0.00%
21	UNCLASSIFIED TEMPORARY	\$0.00	\$0.00	\$0.00	\$0.00	\$3,293.96	\$3,293.96	0.00%	(\$3,293.96)	0.00%
22	LEAVE PAYMENT ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$1,589.80	\$1,589.80	0.00%	(\$1,589.80)	0.00%
23	PARKING COMPENSATION REDUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$12.76	\$12.76	0.00%	(\$12.76)	0.00%
24	PUBLIC EE RETIREMENT SYSTEM	\$0.00	\$0.00	\$0.00	\$0.00	\$25,142.75	\$25,142.75	0.00%	(\$25,142.75)	0.00%
25	MEDICARE	\$0.00	\$0.00	\$0.00	\$0.00	\$3,886.32	\$3,886.32	0.00%	(\$3,886.32)	0.00%
26	QASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$16,617.43	\$16,617.43	0.00%	(\$16,617.43)	0.00%
27	DEFERRED COMPENSATION PLAN	\$0.00	\$0.00	\$0.00	\$0.00	\$197.02	\$197.02	0.00%	(\$197.02)	0.00%
28	GROUP HEALTH HOSPITALIZATION	\$0.00	\$0.00	\$0.00	\$0.00	\$52,464.55	\$52,464.55	0.00%	(\$52,464.55)	0.00%
29	WORKERS COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$3,652.43	\$3,652.43	0.00%	(\$3,652.43)	0.00%
30	UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$1,096.94	\$1,096.94	0.00%	(\$1,096.94)	0.00%
31	FLEXIBLE SPENDING ADMIN FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$97.04	\$97.04	0.00%	(\$97.04)	0.00%
32	SALARIES AND WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$383,339.96	\$383,339.96	0.00%	(\$383,339.96)	0.00%
33	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$24,914.04	\$24,914.04	0.00%	(\$24,914.04)	0.00%
34	COMMODITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$4,377.50	\$4,377.50	0.00%	(\$4,377.50)	0.00%
35	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
36	GRANTS CLAIMS SHARED REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
37	DEBT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%